Committee Minutes

Committee:	**Teaching & Learning**
Date/Time:	27th January 2025, 11:00am – 1:00pm
Chair/Members:	Chair: Dr Robert Hyland – Associate Dean of Partnerships (RH) Associate Dean for Teaching & Learning – Dr Maxine Pryce-Miller (MPM)(Bm) Admissions & Retention Designated member – Ayhan Ahmed (AAh) (Bm) Teaching & Learning Designated member – Madiha Hussain (MH) (Bm) Student Support Designated member – Ali Jone Bukhari (AJB) (Bm) Admin, HR & Campus Designated member – Muhammad Ahsan (MA) (Bd) Registrar and Controller Examinations Designated member – Dr Cristiana Shepherd (CS) alternate member Ayhan Ahmed (AAh) (Bm IT Support Designated member – Faheem Bhatti (FB) (Bm) Placement Department representative – Rubab Zahra (RuZ) (Ln) Student Representatives: Benjamin Ukaonu Ezem (BE) (M) Helalul Islam (HI) (M) Muhammed Shamsuddin (Bd)
In attendance:	Associate Dean & Head of Quality Assurance - Sheku Kakay (SK) Registrar and Controller Examinations Designated member- Ayhan Ahmed (AAh) in place of Cristiana Shepherd Student Support - Samya Saeed (SS) in place of Ali Jone Bukhari (SB) Associate Dean of Partnerships - Dr Robert Hyland Admissions & Retention Designated member – Ammar Anjum (AAn) in place of Ayhan Ahmed Teaching & Learning Designated member – Syed Raza Zaidi (RZ) (Bm) Clerk – Funmi Ekisola (FE)

Actions shown in bold.

1. Conflicts of Interest

RH explained the type of conflicts that may exist. No conflicts declared.

2. Apologies

Ali Jone sent his apologies and Samya Saeed attended as his alternate
CS sent her apologies and Ayham Ahmed attended as her alternate
Trevor Gordon a non-executive director to the Academic Board who was to attend sent his apologies as he is ill and unavailable.

3. Reminder of the Terms of Reference and protocols for the meeting was taken by the chair

The chair reminded committee members of the terms of reference and protocols of the meeting. All comments must be addressed to chair.

4. Minutes of the previous meeting

Minutes of the meeting held on 24th October 2024 had been distributed ahead of the meeting. The minutes were approved as a correct record.

5. Action Tracker

The committee reviewed the Action Tracker and actions where further action was required were noted as follows, otherwise all complete.

TL50- was discussed under Item 6 on the Agenda, Matters Arising
TI 51 (a) & (b)- Student Support to enhance the slide decks on SES & NSS surveys. The slides are for May intake.
NSS slide decks have been adopted as is and cannot be modified to fit SSS standardization. Slides must be updated to reflect current dates
NSS template is adopted as is and the SES slide deck will need to be updated with a SSS bespoke and approved template
TL52- was discussed under Matters Arising
TL53 – was discussed under Matters Arising
TL54 – English & IT support sessions
Student Support to develop and revise advertising strategy for English & IT support sessions
RH & AAn to create messaging for awareness of English & IT support sessions through admissions, retention and teaching and learning i.e. create a better advertising campaign
RZ to collate data on attendance- in-person and online at the English & IT support session. The data is needed for better decision making

TL55 – was discussed under Matters Arising
TL56 – completed
TL57 – completed
TL58 - was discussed under Matters Arising
TL59 - completed
TL60 – completed

6. Matters Arising

TL38 & TL 39 – Rubrics, Further development and next steps
LTU has not provided rubrics. Teaching & Learning team will create a rubric for their use
MPM in light of LTU's reticence to develop an in-house rubric replacement
TL 50- Teaching & Learning to analyse the 20 and 30 credit modules data.
MPM informed the committee that her current workload due to lack of key staff members has been the hindering factors for the production of the report. She asked for help from committee members who could extract and analyse the data
AAh, Registry to support MPM in compiling data to RAG rate
TL52- convert assessment policy into a format that can be shared with students and another format for staff

MPM reiterate that developing resources for student and staff falls within the domain of the Academic Development Unit

MH/MPM – ADU, Academic Development Unit has taking responsibility for the conversion of this policy into a format that can be easily understood by students & staff. Policy committee is to collaborate with ADU for compliance reasons

TL55- Student Support to liaise with LTU to gather data on student engagement per cohort and ensure that all missing data are provided.

LTU is unable to sort the data into clear data subsets. It will remain muddled data and sorting is still ongoing by LTU

TL58- Update & feedback on the handover from student support team to teaching & learning team on AMC roles

MPM to give update at the next meeting

7. Student Experience

MS of Cohort 8 gave an oral report of student experience at Scholars School System and this include:

- Lecturers and other staff support the students
- Student support sessions were useful and enjoyable
- The sport session was a wonderful opportunity to meet students from other cohorts
- Meeting students from other cohorts was enlightening
- Creation of student WhatsApp group was ingenious
- Students are able to find help when in need

8. Strategic Update

a. Assessment Policy
   Was discussed under matters arising

b. Module Review Form –

   AAh will be giving a date for training of staff on the Module review form
   MPM will give an update at the next meeting

c. Continuation and Attainment -Cohort 8 (September 22 intake) and 11 (September 23 intake). Data will be available in the course of the next three months. Consequently, a report will be given at the next meeting

   MPM/MH to provide data driven report on Continuation and Attainment for C5, 8 & 11 and submit for the next meeting, data must include metrics on continuation, completion and progression and submit it ahead of the next meeting.

d. English support session and IT support session for the May block engagement (MH/RZ) – incorporated TL43
   Already discussed under matters arising

e. Module Engagement via Moodle (per module, per cohort) – September- January teaching block, cohorts C5 (Sept 21 intake), C8 (Sept 22 intake), C11 Sept 23

intake), C9 (Jan 23 intake), C10 (May 23 intake), C12 (Jan 24 intake) and C13 (May 24 intake) HSC ENGAGEMENT BMM ENGAGEMENT (AJB)

Inability to disaggregate data is hindering this report.
SS to liaise with Tom of LTU to get editor's right/access for disaggregation of data

f. Student Satisfaction –
**SES survey is currently ongoing, NSS survey will not close until April this year.
****SES report to be discussed at the next meeting, NSS to be discussed in the meeting after.**

g. Student Placement & Alumni and Graduate
RuZ presented the placement data, graduate outcome data and progression interviews report. Placement was encouraged to ensure that data is clean and meets LTU requirements

Placement is in the process of creating a progression outcome survey and present to the committee before deployment.

Placement to create a progression outcome survey and present to the committee before deployment.

h. Alumni and Graduate Outcomes Strategy- Update and actions needed (RuZ)

Passport & glossary is to be created by Placements and to be submitted to the committee for the next meeting.

i. Staff Development – The report having been submitted before the meeting was taken as read. However, MH went through the glossary of trainings that have been taken, ongoing and upcoming.

j. Student Handbook
RH to liaise with Chair of Student Support & Student Experience committee to discuss the student handbook and assign updating the handbook for the 2025/2026 session

9. Matters to report to Quality Assurance Committee

Matters to report to the QA committee meeting
a. The shift from 20 to 30 credit modules is under a process of review. However, this is taking some time. We are currently examining the data by cohort, which is to be RAG rated, and presented to the next cycle of committee meetings. Registrar's office is now supporting teaching and learning in compiling that data.
b. Branded and Visual Identity compliant slides to promote the SES and NSS events were prepared and presented to students. We hope there will be strong uptake.
c. We have struggled to receive rubrics from LTU, so we have made the decision to create rubrics in house as we cannot allow an LTU absence to impact the quality of our services.

d. The new Academic Development Unit, which has the responsibility for making academic resources, will be converting assessment policy into easily understood pieces (podcasts)
e. AMC matters is shifting from student support to the teaching and learning team.
f. We are awaiting a data driven report on continuation and attainment of cohorts 5, 8 and 11
g. There have been English and IT support sessions for the January intake – this will continue for the May intake – and we are monitoring to see if online sessions have much uptake.
h. We are struggling to identify disaggregated Moodle engagement – but we are looking into how we can get this data.
i. Placements is creating a passport and glossary to graduate outcomes, to assure students are equipped with appropriate ways of describing their post-graduation work.

10. Annual Report form the Chair to the Academic Board
This is not for this quarter

11. Any other business
SK discussed the outstanding Teaching and Learning policies that need updating. MPM informed the committee that when teaching and learning has a full staff compliment the task can be undertaken.

FE -Discussion of Teaching and Learning Policies to be added to the next agenda

12. Date of next meeting
There being no further business, the meeting closed at 12:52 pm

The date of the next meeting is 28th April 2025, 2.00 pm – 4.00 pm, Hybrid – Birmingham Campus

Action Table

Number	Action	Responsible	Deadline
TL61	Student Support to develop and revise advertising strategy for English & IT support sessions through admissions, retention and teaching and learning i.e. create a better advertising campaign	RH/AAn	
TL62	Collate data on attendance- in-person and online at the English & IT support session. The data is needed for better decision making	RZ	
TL63	Teaching & Learning team to analyse the 20 and the 30 credit modules data, RAG rate the different data sets, include the next cohort in the data-Registrar's office to compile and RAG rate data for MPM	AAh/MPM	
TL64	Conversion of Assessment Policy- ADU, Academic Development Unit has taking responsibility for the conversion of this policy into a format that can be easily understood by students & staff. ADU to collaborate with policy committee for compliance reasons	MH/MPM	

TL65	Update & feedback on the handover from student support team to teaching & learning team on AMC roles	MH/MPM	
TL66	Module Review Form- verbal update at the next meeting	MPM	
TL67	Teaching and Learning team to provide data driven report on Continuation and Attainment for C5, 8 & 11 and submit for the next meeting. Data must capture continuation, completion and progression	MH/MPM	
TL68	Module Engagement via Moodle- Student Support to liaise with Tom of LTU to get editor's right/access for disaggregation of data in order to prepare its report	SS	
TL69	SES report to be presented at the next meeting, NSS to be discussed in the meeting after.	SS	
TL70	Placement to create a progression outcome survey and present to the committee before deployment.	RuZ	
TL71	Passport & glossary is to be created by Placements and to be submitted to the committee for the next meeting.	RuZ	
TL72	Chair to liaise with Chair of Student Support & Student Experience committee to discuss the student handbook and assign updating the handbook for the 2025/2026 session	RH	
TL73	Discussion of Teaching and Learning Policies to be added to the next agenda	RH/FE	